2021 CET COVID-19 Closeout Process



The process below illustrates the high-level steps and key activities associated with closing out Community Based Organizations (CBOs).

CBO Notification

CBOs that would like to close out at any point of the contract will need to notify OHA (CECs or Fiscal Team).

Final Expenditure Report Submission, Review & Process

CBO must submit a final expenditure report marking "Final Report" and enter the "Final Expense Date".

OHA will review and notify the CBO once the final report has been processed.

Return Funds

CBOs will need to return remaining funds back to OHA via check, (mailed to Office of Financial Services).

Fully Spent

CBOs that are fully (100%) spent as OHA processes quarterly expenditure report submissions will receive communication initiating contract close-out.

Close Out Package

CBOs will receive a closeout package from the Fiscal Team, which includes the following: Closeout Letter, FAA/FITS (financial summary), and a Mutual Termination Agreement.

Mutual Termination

CBO will sign the Mutual Termination Agreement and send back to OHA via E-Mail. This will effectively close out the contract.